



# Illinois Department of Transportation

## Memorandum

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To: DIRECTORS, DEPUTY DIRECTORS, AND BUREAU CHIEFS  
From: Scott Doubet  
Subject: Technical Vacancy  
Date: September 19, 2006

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Attached are the Position Summary Sheet and Position Description for the vacant technical position listed below. Please post this vacancy announcement **Wednesday, September 20, 2006**, in the designated areas.

The deadline for applicants to submit their names for consideration is **4:30 p.m.** on **Tuesday, September 26, 2006**. Applicants will not be accepted after that time and date.

**NOTE: Applications will be accepted from permanent IDOT employees only within District One.**

All applicants will receive a position description for the position they are applying for. If you have any questions, please contact Karon Hamrick or Karla Gathard at 217/782-5594.

TM IV

Program Management Unit Chief  
Division of Highways  
Region 1/District 1  
Schaumburg

Attachments  
32248

Resumes **must be received** by the Bureau of Personnel Management, Room 110, 2300 South Dirksen Parkway, Springfield, IL 62764 (Fax# 217/782-0931) by 4:30 p.m. on **Tuesday, September 26, 2006**. Please include address, daytime phone and position for which applying if not already listed on applications or resume. Applicants will be notified in writing to schedule interviews. **NOTE: Applications will be accepted from permanent IDOT employees only within District One.**



## Illinois Department of Transportation

### Position Summary Sheet

An Equal Opportunity Employer

**Classification:** Technical Manager IV  
**Position Title:** Program Management Unit Chief  
**Position Number:** PW414-23-51-801-20-01  
**Salary Range:** \$3,800 - \$6,950

IPR#: 32248

**Appointee:**

Name \_\_\_\_\_

Salary \_\_\_\_\_

Effective Date \_\_\_\_\_

Office Use Only

**Office/Central Bureau/District:**

Highways/District One/Schaumburg/Bureau of Programming

**Description Of Duties:**

This position is accountable for monitoring and evaluating progress for the district's construction, right-of-way and preliminary engineering programs to ensure that projects remain on schedule which includes managing the statewide and district's Program Tracking Systems. Responsibilities include obtaining timely state and regional clearinghouse approval for projects, ensuring inclusion of projects in the Transportation Improvement Program document, and providing district personnel with state job numbers for accurately tracking the time required to complete various phases engineering.

**Special Qualifications:*****The following criteria is desired:***

- Knowledge of the Highway Improvement Programming process.
- Working knowledge of computer program design as this position will require the incumbent to develop enhancements for the district One Letting System and to monitor the development of (or changes to) other systems that interact with DOT to minimize adverse affects.
- Strong oral and written communication skills.
- Ten years experience with a comprehensive understanding of project preconstruction activities.
- A Bachelor's degree with major courses in business, economics, statistics, public finance or public administration.

**Remarks:**

Please limit application and/or resume to two pages.

**ILLINOIS DEPARTMENT OF TRANSPORTATION  
POSITION DESCRIPTION**

<b>DATE:</b>	<i>September 16, 2005</i>	<b>POSITION:</b>	<i>Program Management Unit Chief</i>
<b>APPROVED BY:</b>	<i>Michael Matkovic</i>	<b>OFFICE/DIVISION:</b>	<i>Highways/District One/Schaumburg Bureau of Programming Program Development Section</i>
<b>CODE:</b>	<i>PW414-23-51-801-20-01</i>	<b>REPORTS TO:</b>	<i>Chief</i>

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***Position Purpose***

This position is accountable for monitoring and evaluating progress for the District's construction, right-of-way, and preliminary engineering programs to ensure that the projects remain on schedule, which includes managing the Statewide and District's Program Tracking Systems. This includes obtaining timely State and Regional clearinghouse approval for projects, ensuring inclusion of projects in the Transportation Improvement Program (TIP) document, and providing District personnel with State Job Numbers for accurately tracking the time required to complete various phases of engineering.

***Dimensions***

Subordinate Personnel	Direct, 2
District Annual Program/Value	\$400,000,000 - \$500,000,000
District Annual Program/# of Projects	200 - 300
District Multi-Year Program/Value	\$1,200,000,000 - \$1,400,000,000
District Multi-Year Program/# of Projects	500 - 700

***Nature and Scope***

This position reports to the Section Chief of Program Development as do four (4) Area Programmers, the Highway Systems Engineer, and an Office Coordinator. Reporting to this position is the Program Status Manager.

This position is primarily responsible for monitoring the District's improvement programs under circumstances where highway needs far exceed available funds. Components of project monitoring include defining the project scope of work, establishing project schedules and ensuring project implementation.

Project tracking involves the management and reporting of key status information in a prompt and accurate manner concerning individual projects, District programs, funding categories, letting schedules, and engineering expenditures. With seven hundred plus active projects, cooperation and participation from district bureaus, Central Office, and local agencies is essential to ensure the input of timely, accurate, and relevant data. Prompt and concise reporting contributes to the development of viable programs and enables District management to take action to overcome delays in project implementation.

Typical problems encountered in this position include establishing target letting dates for all projects on approved District improvement programs and monitoring their implementation, ensuring that the Transportation Improvement Program and the State and Regional Clearinghouse are current so that projects can be let as scheduled. As the District's PCS/DOL System Manager, the incumbent ensures that all District Bureaus are coordinated in entering data in the Preconstruction Status/District One Letting Systems and that District System requirements and problems are timely and equitably resolved with the Central Office. This includes actively pursuing District One Letting System enhancements to provide district Management with needed information, and revising the district One Letting System manual as changes to the system occur.

The greatest challenge to this position is to ensure that program management, clearinghouse approval, and job authorization activities are coordinated in a timely and proper manner. All these activities require coordinating and evaluating the efforts of the Bureaus of Programming, Land Acquisition, Traffic, Maintenance, Electrical Operations, Materials, the Chicago Area Transportation Study (CATS), and Northeastern Illinois Planning Commission (NIPC) to ensure timely project completion.

The incumbent personally supervises all project monitoring activities which requires thorough knowledge of a wide variety of data based systems such as the Multi/Annual Program System (MAPS), Program Planning System (PPS), Letting, Design Contract Maintenance, the Land Acquisition System, and the Illinois Roadway Information System. The incumbent also supervises the development and updating of the MAPS and PPS. The incumbent also supervises the distribution of the District's preliminary engineering and right-of-way allocations and the preparation of State and Regional Clearinghouse documents and the District's State Job Number activities. The incumbent manages the Preconstruction Status system for the District and is responsible for training District personnel in the use of the District One Letting System.

The incumbent accomplishes accountabilities through a staff of two Program Status Mangers who assembles, evaluates and reports on the annual and multi-year Transportation Improvement Program, and evaluates the district's right-of-way and engineering programs.

The incumbent works within established guidelines with respect to accomplishing accountabilities, but is expected to exercise considerable judgment in obtaining the cooperation of District and Central Office personnel in ensuring the completeness and accuracy of project status information.

The effectiveness of this position is measured by the timeliness and accuracy of the reports alerting District management as to project status.

### ***Principal Accountabilities***

1. Ensures that District Management is completely informed as to project status and is alerted as to possible delays in project completion.
2. Ensures that State and Regional clearinghouse is obtained for all projects in time to meet scheduled lettings.
3. Ensures that the distribution of funds to complete right-of-way and engineering activities proceeds in a timely fashion.
4. Ensures that the Transportation Improvement Program is kept current to avoid delays in project letting.
5. Ensures that the Preconstruction Status System meets District requirements while staying within the guidelines established by the Central Office.
6. Ensures that the District One Letting System meets district requirements and implements enhancements to the system when required.
7. Trains, motivates and evaluates subordinate staff.
8. Performs duties in compliance with departmental safety rules. Performs all duties in a manner conducive to the fair and equitable treatment of all employees.